



Indiana Department of Education  
SUPPORTING STUDENT SUCCESS

## 2011-2012 SES Provider Application Questions and Answers #6 *February 18, 2011*

### Question #1

In Part One Section III of the application, this question is asked:

“Has applicant’s organization ever been removed from the state-approved provider list in any state? [\*Defined as removal that was not at the request of the provider.]”

Our company was approved in the state of Washington for one year, but did not reapply the next year, and was therefore not approved that year. Does this count as being “removed”? If so, what type of documentation can we provide to show this?

### Answer #1

In this situation, if the organization was removed from the state’s provider list because it did not reapply, the organization should include an explanation of this in its response and also include the removal letter or written notification it received from the Department of Education confirming this (as documentation).

### Question #2

Does the application need to be printed on one side only or is it okay to submit back-to-back printed pages for the application?

### Answer #2

The application pages should be printed on one side only (i.e. the application should not be printed on two sided pages).

### Question #3

Is the application requesting copies of all lesson plans that will be used for the duration of tutoring or only samples?

### Answer #3

If this question is in reference to Part Two Section II Question #5 of the application, one part of this question requests that applicants submit a copy of a lesson plan for each subject area in which the organization plans to tutor.

### Question #4

Where do we find IDOE requirements for lesson plans?

### Answer #4

IDOE's SES Policies Section 2.9 shares details regarding lesson plan requirements.

### Question #5

I am applying for the SES grant this year and would like to know if it is ok to use the space that is provided to type in my responses or do they have to be typed on a separate sheet of paper? Also, where do I include my attachments?

### Answer #5

Applicants are free to use the space that is provided in Part One of the application. However, applicants should type responses to Parts Two and Three of the application on separate paper to ensure spacing and margin requirements are met. Attachments can be included as part of the response in the narrative sections of the application (please note that Part Two of the application cannot exceed 25 pages) or can be included in an appendix.

### Question #6

On the application it states that we must provide evidence that we are financially sound. We will be providing the materials out of our own pocket and will pay teachers after the reimbursement. A couple of questions:

- a) What are the reimbursement amounts?
- b) Do we have to show other financial support?

### Answer #6

- a) The 2010-2011 SES Per Pupil Expenditure amounts for each SES District are posted online (click here: [http://www.doe.in.gov/TitleI/pdf/ses\\_ppe.xls](http://www.doe.in.gov/TitleI/pdf/ses_ppe.xls)). However, it is important to note 1) these amounts are only for the 2010-2011 school year as amounts for the 2011-2012 school year will be different, 2) an approved provider

would not receive this full amount per student if the provider charged a lesser amount, if the student did not complete all of his/her tutoring sessions, or if the provider did not adhere to the district's invoicing and documentation requirements, and 3) being approved through this application process and placed on IDOE's 2011-2012 SES Provider list does not guarantee that a provider will receive payment due to reasons disclosed in #2 above in addition to the fact that a provider may or may not be selected by parents to tutor students (every year there are approved providers that are not selected by parents).

- b) This question is related to Part Three Section III Question #3 or #4 of the application. Even if your organization has internal funds it will be using to pay out of pocket, if the organization is an established organization that has been in existence for two or more years, the organization would need to respond to Question #3 and submit either audited financial statements or copies of the organization's tax returns for the last two years. If the organization is a new organization that has been in existence for less than two years, the organization would need to respond to Question #4 and submit an explanation regarding its funding sources, letters from funders or contributors, and financial letters of credit.

### **Question #7**

What guarantee do we have that we will be reimbursed for services rendered because we intend to pay teachers out of this reimbursement?

#### **Answer #7**

Please see the response to Question #6 (a) above.

### **Question #8**

Are funds allocated for SES services separate from other title funds allocated per child to the school/school district?

#### **Answer #8**

Title I school districts with schools in improvement that are required to offer SES are required to set-aside 20% of their Title I allocation to pay for both SES tutoring and Choice transportation (transportation provided when parents choose to move their child to a school that is not in improvement).

### **Question #9**

How much is allocated per child for SES services?

#### **Answer #9**

Please see the response to Question #6 (a) above.

### Question #10

The state minimum is 30 hours and six weeks - is this per year or session? What is the maximum?

### Answer #10

As per IDOE's 2010-2011 SES Policies Section 2.5, approved SES providers must offer a minimum of 30 hours of tutoring for small and large group tutoring and a minimum of 25 hours of tutoring for one on one tutoring. For example, if a student is receiving tutoring in a small group, the minimum number of tutoring hours the provider can offer this student is 30 hours of tutoring for the school year. There are no requirements regarding a maximum number of tutoring hours providers can offer students (although this is often impacted by the district's SES Per Pupil Expenditure amount).

As per IDOE's 2010-2011 SES Policies Section 2.5, approved SES providers must offer a minimum of 6 weeks of tutoring *during the school year*. There are no requirements regarding a maximum number of weeks of tutoring.

### Question #11

Is it hard to get contracts with school districts?

### Answer #11

Parents (not districts or the state) select the provider they feel best meets their child's needs. Once an eligible parent has selected a provider, districts begin the contracting process with that provider in order to initiate the start of tutoring.

### Question #12

Who reimburses SES provider companies - the school system or the state?

### Answer #12

Once a parent has selected a provider, the school district has entered into a contract with the provider, the provider has rendered SES tutoring to students, and the provider has submitted appropriate documentation to the district related to invoicing for approved tutoring services rendered, the district coordinates the payment process for SES tutoring provided to their students.